

Governor's State Workforce Investment Board

Red Lion Colonial Inn
Helena, Montana
January 10, 2008

DRAFT MINUTES

BOARD MEMBERS PRESENT: Dan Miles, Chair; Marty Copps, Vice Chair; Elsie Arntzen; Arlene Becker; John Brueggeman; Dave Crum; Thomas Curry; Mike DesRosier; Connie Eissinger; TJ Eyer (*designee*); Georgia Gibbs-Atkinson; Mike Grove; Jacquie Helt; George Kipp; Lane Larson; Robbe Lindsay; Mike McGinley; Thomas McKenna; Sandi Miller; Gary Morehouse (*designee*); Mike O'Neill; Arlene Parisot; Gail Richardson; Jeff Rupp; Dore Schwinden (*designee*); Jeff Tochiara; and Pat Wise (*designee*).

BOARD MEMBERS ABSENT: Evan Barrett; Kirk Hammerquist; Hank Hudson; Keith Kelly; Maureen Kenneally; Linda McCulloch; Joan Miles; Rodney Miller; Tony Preite; Alan Skari; Karen Sullivan; and Linda Woods.

STAFF: Leisa Smith and Danielle Nettleton.

GUESTS: Marla Hagen, Gary Ellingson, Darla Joyner, Curt Campbell, Kate Kahle, Carol Hanel, Suzanne Ferguson, Alyssa Townsend-Hudders, Michelle Marsh, Kathy Yankoff, Mary Burg, Debbie Mason, Connie Kinsey, Dan Flynn, Al Ekblad, Deb Buxbaum, Jasyn Harrington, Margret Bowles, Lisa Newman, Chris Wilhelm, Marcy Buster, Mike Nephew, Bruce Brensdal, Heather Sobrepena-George, John Porterfield, Drea Brown, and Carol Rule.

I. Welcome and Introductions

Chairman Dan Miles called the meeting to order at 1:08 p.m. He welcomed State Board members and guests. He introduced new members: Elsie Arntzen, State Representative from Billings, replacing Llew Jones; and John Brueggeman, State Senator from Polson, replacing Senator Gary Perry. He announced that lead state agency officials now have the option of appointing a designee as their official representative at meetings they are unable to attend. He introduced new designees: TJ Eyer, Division Administrator of Career, Technical, and Adult Education with the Office of Public Instruction, on behalf of Linda McCulloch; Hank Hudson, Division Administrator of Human and Community Services with the Department of Public Health and Human Services, on behalf of Joan Miles; Gary Morehouse, Assistant Division Administrator of Business Resources with the Department of Commerce, on behalf of Tony Preite; Dore Schwinden, Deputy Commissioner for the Department of Labor and Industry, on behalf of Keith Kelly; and Pat Wise, Economic Development Specialist in the Governors Office, on behalf of Evan Barrett.

- Roll call; Housekeeping and New Documents

Danielle Nettleton conducted roll call, addressed house keeping items, and reviewed the meeting documents presented. Chairman Miles explained SWIB conducts business under

Roberts Rules of Order. He stated he would relax Roberts Rules of Order to encourage active and open discussion. Public comment would be offered at the appropriate times, but not necessarily after each agenda item.

- **Agenda**

Chairman Miles asked if there were any changes to the Agenda. Mike Grove moved to approve the agenda as presented. Mike DesRosier seconded the motion, which carried by consensus.

- **Meeting Minutes – August 28, 2007**

Chairman Miles asked if there were any changes to the August 28, 2007 meeting minutes. Gail Richardson moved to approve the meeting minutes as presented. Georgia Gibbs-Atkinson seconded the motion, which carried by consensus.

II. Apprenticeship College of Technology Project

Pat Wise provided an overview of the budget proposal to hold five community based conversations across the state with a National Best Practices Panel. The conversations would focus on coordinating local community training and education resources around workforce needs. The panel will also be discussing innovative ways to coordinate on-the-job training, pre-apprenticeship and apprenticeship programs with Colleges of Technology. The proposed budget asks for \$5,904 of the Governor's discretionary funds. Jeff Ruff encouraged the involvement and participation of One-Stop Centers. Lane Larson expressed his concerns with agreements that had been broken in the past between different entities. Ms. Wise reported the Governor intends to create good partnerships between all entities. Meetings will hopefully take place in late March or early April. Chair Miles expressed his support and the importance of creating the partnerships and generating the conversations. He asked that all members be notified of dates, times, and locations of all the meetings.

Mr. Larson moved to recommend to the Governor, the College of Technology & Industry Collaboration Project receive the requested amount of \$5,904 from the Governor's Discretionary Fund. Mr. O'Neil seconded the motion, which carried unanimously.

III. Jobs for Montana Graduates (JMG)

Drea Brown, State Director, Jobs for Montana's Graduates (JMG), reported the state of Montana has the opportunity to obtain additional funds, donated from Verizon to the Jobs for Americas Graduates (JAG) program. The money would allow JMG to establish new programs across the state, benefiting more students. Many cities would like to start a program, expand their current programs, and/or make them available to younger students. To obtain the money from JAG, the JMG program must have a committed match of funds for new programs in the 2008-2009 and 2009-2010 school years. Ms. Brown reported on the status of programs across the state and provided an overview of program statistics. The Office of Public Instruction (OPI) provides funding for two new programs in middle schools. The program is requesting to receive \$50,000 from the Governor's Discretionary Funds. Mr. Rupp requested the money be collaborated with One-Stop centers. Ms. Gibbs-Atkinson noted the program provides youth on the reservation an opportunity to look beyond reservation life.

Mr. Rupp moved to recommend to the Governor, the JMG program receive the requested amount of \$50,000 from the Governor's Discretionary Fund and it be coordinated through One-Stop centers. Mrs. Copps seconded the motion, which carried unanimously.

IV. Information

- **The Office of the Commissioner of Higher Education (OCHE)**

Arlene Parisot, Director Workforce Development and Two-Year Education, presented an overview of the Carl D. Perkins State Plan and Hearing Notice and Big Sky Pathways-Building a skilled workforce for Montana. The presentation highlighted the Perkins Federal Grant, the Perkins Leadership Structure, Allocation of Funds, Factors Influencing Workforce Shortages, Emerging Issues and Trends, Career Clusters and the importance of Business, Education, and Community Partnerships

- **2007 Tribal Relations Report**

Jerry Lamb, Economic Development Specialist in the Governor's Office congratulated George Kipp on the certification of the first Native American One-Stop in Montana. Mr. Lamb provided a copy of the 2007 Tribal Relations Report, covering economic development issues in Indian country.

- **Housing**

Bruce Brensdal, Housing Division Administrator for the Department of Commerce reported on the status of the Governors Housing Coordination Team (HCT). After being given direction from the Governor, the HCT met with staff from the Governor's Office to share ideas and address the issue of providing housing among communities. Mr. Brensdal reviewed a handout of brainstorming ideas from the November Montana Economic Developers Association (MEDA) meeting. The ideas are not prioritized or rated; the Governor is currently reviewing the list. Mr. McKenna asked how the SWIB could become involved. Mr. Brensdal indicated the SWIB could become involved depending on the report and direction given from the governor. Mr. Grove reported he attended the meeting and sees the SWIB working on issues with labor pools, training, and supply. Different entities would like to become involved but it has been difficult because there is not one issue or one answer. Along with affordable housing, some individuals are unable to make a living to take the steps towards having a home.

- **Workforce Innovation in Regional Economic Development (WIRED)**

Adam de Yong, Director of the WIRED program reviewed a draft concept for the WIRED industry workgroup. The executive steering committee held a meeting on January 4, 2008 and reviewed two proposals. One proposal put forth by the SAE foundation would provide \$6,000 to bring 10 educators to the Miles City Community College to provide tools and hands on curriculum to teach math and science in K-12 classrooms. More information on the program is available on the First Lady's webpage <http://www.firstlady.mt.gov/>. The second proposal for \$342,000 was put forward by the Department of Environmental Quality (DEQ) to provide education to educators in the WIRED region. A bio-diesel production expert from Idaho will provide technical assistance to the trainers. Providing

the trainers with the education required to run the mobile bio-diesel demonstration. The mobile demonstration will produce ASTM standard bio-diesel, providing fuel to return home. The second outreach effort through the DEQ will be a republication of a booklet providing information on bio production. The committee reviewed the status of WIRED funding and options for future funding of projects. The Industrial Workgroup will review the WIRED model and how it can help workforce needs. They will also discuss the hurdles to overcome before the Montana industry adopts alternative fuels. The workgroup will meet quarterly and report back to the SWIB. For more information on the WIRED program please visit <http://www.dli.mt.gov/wired/>.

V. Committee, Council, and Task Force Updates

■ One-Stop Committee

Ms. Copps reported The One-Stop Committee met on November 2, 2007 and approved the Rocky Mountain Front Workforce System to be recommended for certification. The designated centers are at the Job Service Workforce Centers in Cut Bank and Shelby with Gary Ellingson as the designated operator. Rocky Mountain Front Workforce System serves Toole, Pondera, and the balance of Glacier County that is not served by the "Working Friends" One-Stop System. All criteria have been met, and all agreements are in place. A successful site review was conducted by Alan Skari. Ms. Copps recommended the board approve certification for Rocky Mountain Front Workforce System. Tom Curry moved to approve One-Stop certification for the Rocky Mountain Front Workforce System. Tom McKenna seconded the motion, which carried unanimously.

■ Apprenticeship Committee

Mr. O'Neill reported the pre-apprenticeship lineman's college in Butte will begin their second class on Monday, January 14, 2008. The program received strong applications from prospective students. The Grand Opening was held November. Jim Babst of Wyoming was hired as the lead instructor. Mr. O'Neill believes they could not have hired a more fitting professional; Mr. Babst is familiar with the industry and teaching. A couple of students didn't successfully complete the Mathematic courses. Mr. O'Neill thanked all individuals involved in providing funding and developing the school. The committee met in Helena on October 25, 2007. Curly Burns presented a status report on the Montana Labor Management Alliance (MLMA) Promotion Grant and Mark Maki provided an update on the Apprenticeship and Training Program. Mr. O'Neill reported the committee will research Apprenticeship Utilization Acts, credits for program sponsors, and the state's ability to sponsor costs of correspondence courses. There is a need to continually look for additional funding sources and develop a budget for public relations and marketing. The committee will look into how the Apprenticeship Program can become involved with the shortage of workers in the Healthcare Industry and see if a lower level of mathematics could be required for qualifying apprenticeship trades. Chairman Miles inquired about sponsorships from Co-ops. Mr. O'Neil reported on a couple pre arrangements made with students who attended the school.

■ Economic Development Committee

Mr. Grove reported the committee would like to meet in the near future. He noted that Montana is on the move and with a low unemployment rate we need to continue to secure new employees for the growing economy. He reported on a meeting he held with SWIB staff, discussing pockets of workers including unemployed Native Americans, staying involved with youth who have dropped out, and the older population. The committee would like to look for opportunities to build affordable housing and to improve the quality of outdated supplies for power, water, and sewer among Montana's communities. The committee continues to be involved with the connection between workforce training and education. If trained workforces attract businesses, then Montana needs to ensure we have the supply of workers.

- Funding Task Force

Jackie Helt reported the Funding Task Force met on October 25, 2007 and received their charges and goals. They reviewed the current process and formula used for distributing of funds, other approaches and formulas used by similar states, and created a list of additional criteria for possible consideration. She informed the board that WIA staff created and sent out two surveys to program providers for their input. Staff will compile survey results and present them to the task force at the next meeting, tentatively scheduled for February 15.

- Youth Council

Ms. Richardson reported the council was presented the, WIA Annual Status Report, the current list of WIA Youth Providers selected through the RFP process, and WIA Youth funding. The performance report indicated the state did not meet the 80% negotiated level for older youth employment and credential performance measure based on exit information; disqualifying the state to receive incentive money based on PY 2006 performance. Program operators commented that older youth are a challenge to track and are often transient. Discussions about training and the difficulties of administering the Test of Adult Basic Education (TABE) to youth with disabilities. WIA received permission to stop tracking the nine federally negotiated performance measures and only track the Common Measures: Placement in Employment and/or Education, Attainment of a degree or certificate for both in-school and out-of-school youth, and Literacy and Numeracy gains for out-of school youth. Currently statewide monitoring is being performed with no problems reported. The new MontanaWorks data tracking system is up and running and Technical Assistance is being providing to users. The council reviewed the background and intent of USDOL's Shared Youth Vision and the status of the Montana Shared Youth Vision Team. Daphne Herling, Director of Community Resource, Bureau of Business and Economic Research, School of Business Administration, University of Montana presented the 2007 Data Book Montana: Kids Count. The data reflected the annual state profile containing information specific to counties regarding substance abuse, American Indian data, demographics and family characteristics, social and economic data, health and health insurance, education, poverty, and vital statistics. The presentation was tailed to address "at risk youth", high school drop out rates, and impacts. The council was presented and discussed a DRAFT Youth Incentives Policy and reviewed and revised the current list of projects. The next meeting is scheduled for February 14, 2008 in Helena and Staff is working to develop a panel of other youth programs. Jeff Rupp asked if it was common to miss a performance measure. Ingrid Childress informed the board that performance measures have been

missed in the past. Missing the measure would have made Montana ineligible to receive incentive dollars, except no money was currently available.

- **Workforce System Committee**

Robbe Lindsey reported the Workforce System Committee met on October 16, 2007 using MetNet video conferencing. The committee discussed the pros and cons, including cost effectiveness and the increased participation from the public. The committee reviewed changes and updates that were made to the Operating Rules and Procedures. Ms. Smith reviewed all changes in the document. Mike Grove moved to approve the Operating Rules and Procedures as presented. Ms. Copps seconded the motion, which carried unanimously.

Mr. Lindsey reported that John Porterfield, of Porter Block Inc. and representatives from Alpena Community College traveled across the state to meet with different entities and discuss the opportunity for 20 Montanans to receive tuition free scholarships. He informed the Board that Mr. Porterfield would be available after the meeting for questions.

VI. Workforce System Transformation Discussion

Chairman Miles asked the board to fill out the survey provided in their meeting packets. The surveys would be used by a four person workgroup, chaired by Mr. Crum, to work with staff on strategic planning. Additionally, staff will develop a report by February 1, 2008 regarding the roles and responsibilities of the board, the charge from the Governor, and the role of the administrative entity. Chair Miles reported he attended a workforce transformation meeting in Seattle, WA with individuals from the Department of Labor and Industry (DLI). The meeting on driving transformation was put on by the United States Department of Labor (USDOL). He announced that members of the board had been provided with an informational DVD on the philosophy of WIRED. He encouraged all board members to watch module.

Ingrid Childress reported division administrators are involved with the transformation, being used to change and moving forward. Although separate and unique in their funding, goals, and performance measures, they work to build Montana's industry. Montana does not have a single economy, but regional and multiple types of economies making it difficult to develop skills across the state. Montana received one of the thirteen WIRED grants. WIRED has a good philosophy of putting efforts together and making the partnerships. At the workforce summit, the state team spent two and a half days listening to national speakers advising what the United States needs to do to remain competitive. The state team then developed a list of specific projects and activities to move forward with, including a workforce summit to be held in late spring. Talks of opportunities for the state board to become engaged in will continue; discussing how to strategically plan and how to properly use the board's time. Current labor information is collected from wage records that are 6-9 months old. Montana needs to find a way to develop real time labor information. Many unemployed individuals are not in the unemployment insurance records, we need to find a way to identify these individuals and their skills. Montana is not far behind other states on developing strategies. Community Management Teams (CMT's) have been working on a local level creating partnerships. The Job Service Operations Bureau (JSOB) started the process of working along five organized regions, the same regions used by the Department of Commerce. Chair Miles asked if Montana

will develop a plan. Ms. Childress reported there will be a charge to develop a transformation plan, but due to holidays no direction has been given. Ms. Wise commented the choice to regionalize is a great idea and will be beneficial to Montana.

VII. Workforce Investment Act (WIA) Reports

Suzanne Ferguson reported in the past couple of months, the WIA unit provided an additional \$592,000 in carry forward funding to program operators. The money comprised of re-allotments from the USDOL and unspent program dollars from past years. The WIA unit was just notified of a possible rescission from USDOL. No details have been given at this time and more information will be available in the upcoming week. Mr. McGinley informed staff he would be traveling to Washington DC and could inform the federal legislature of the effects on a local level. Ms. Ferguson informed the board that monitoring is being performed and will be completed by the end of April.

Kathy Yankoff reported that the pre-apprenticeship lineman's program enrolled 22 students in the first class. 16 of those students completed every component. Most students struggled with the math curriculum. Four of the students who did not complete all components may have an opportunity to complete an online math course and finish the program. The college had an industrial day, providing an opportunity for students to submit resumes and applications and meet with energy and co-op companies. Students continue to actively look for open positions. Many companies won't be offering work until spring. The next class will start on Monday, January 14, 2008 with orientation starting on Friday, January 11, 2008. Out of the 25 students, 21 are eligible for WIA funding, 1 will receive funding through the WIRED program, and the other 3 are from out of state. Students who are eligible for WIA funding will be working with case managers in Butte. The first class was a challenge to get started with a short turn around. Ms. Yankoff thanked Jo Strelnick and Mary Burg for their excellent work in getting the program started.

VIII. Other Business

▪ Next Meeting

Chairman Miles announced the next Board meeting is tentatively scheduled for Thursday, April 24, 2008.

▪ Other Public Comment

John Porterfield reported a tuition free program in Michigan is being offered to Montana residence. Mr. Porterfield plans on hiring everyone who completes the tuition free program. The only expense to students will be living and travel expenses. He looks forward to bringing more manufacturing jobs to Montana.

IX. Adjourn

With no further business, Chairman Miles adjourned the meeting at 5:31 p.m.

Dan Miles, Chairman

Date